



*Hakone Foundation*

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| <b>Job title</b>  | <b>EXECUTIVE DIRECTOR</b>                  |
| <b>Reports to</b> | <b>HAKONE FOUNDATION BOARD OF TRUSTEES</b> |

### **Job purpose**

- Provide leadership in the management of Hakone Foundation, one of the top Japanese gardens outside of Japan, a local treasure listed on the US registry of historic places.
- Interface with the public by communicating Hakone Estate and Gardens' history and Hakone Foundation's cultural Mission.
- Oversee a vigorous fundraising campaign for the purpose of the maintenance, continuing enhancement and improvements of the Gardens.

### **Duties and responsibilities**

#### Management:

- Create an Annual Budget
  - Track and adjust budget as necessary
- Lead staff to achieve departmental goals
- Perform Annual Staff Reviews
- Manage daily operational activities
- Manage marketing and public relations activities to increase attendance and volunteer support
- Represent Hakone Foundation at public events and functions
- Work with the staff on the planning, coordinating, and directing of maintenance, operations, and development of the gardens and buildings
- Work with other community organizations to communicate Hakone's vision
- Coordinate and collaborate with City of Saratoga staff to ensure compliance with city policies
- Actively engage in community events as a representative of the Foundation
- Demonstrate motivational skills with various and diverse groups
- Attend bi-monthly Board meetings
- Have ultimate responsibility for daily quality functioning of facility

#### Fundraising:

- Create, implement, and coordinate new and ongoing Development/Fundraising programs for various and diverse groups.
- Cultivate and motivate relationships between volunteers, Board, and stakeholders for the purpose of fundraising.
- Develop stronger ties to the community to create better sponsorship and donation opportunities.
- Foster positive relationships with ongoing, current donors.
- Engage with professionals, celebrities, and online influencers.
- Set and accomplish measurable fundraising goals for self and organization.
- Prepare quarterly/annual presentations to analyze fundraising efforts.



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**Qualifications**

Qualifications include:

- College degree
- Experience in reading financial reports and budgets
- Strong team player
- Knowledge and understanding of Japanese culture
- 3 years' experience in leading and managing employees and contractors.
- 3 years' experience working for an event venue.
- 3 years leading, or managing, a non-profit organization/s
- Ability to demonstrate win-win practices, enthusiasm, leadership, and listening skills
- Ability to speak in public and adapt to the varied Bay Area cultures

Preferable- speak/understand Japanese language.

**Working conditions**

You will be working with a diverse group of employees, Foundation trustees, and members of the public. Typical day will be a combination of office work and working with various public contacts. You will need to spend occasional time walking the gardens to understand staff/public issues. Weather conditions will vary throughout the seasons. Depending on events and activities, you will be required to work some weekends, and nights

**Physical requirements**

This position may require occasional lifting, 25-50 pounds, bending, lifting, stooping. You will be walking on flat ground, up and down hills and steps.

**Direct reports**

- Head of Facilities Maintenance
- Gift Shop and Membership Manager
- Accounting and Finance Director

- Head of Garden Maintenance
- Events Manager
- Administrative Assistant

**Salary Range**

Salary range from \$130,000.

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| <b>Approved by:</b>   |  |
| <b>Date approved:</b> |  |
| <b>Reviewed:</b>      |  |